

# William H. Nulf

Resume Version 17.0 G  
2688 Hyacinth St. NE  
Salem, OR 97301  
(503) 371-6539  
nulf\_william@yahoo.com

## OBJECTIVE

A position where my skills and experience can be utilized to serve my community while contributing to the success of my employer.

## FORMAL EDUCATION

- 10/01 -- 02/02 Computer courses at East County Career Center, San Diego, CA  
Certificates in MS Word
- 08/97 -- 05/98 Diploma -- Computer Learning Center, Los Angeles, CA  
G.P.A. 3.73
- 09/74 -- 06/79 Bachelor of Science -- Southern Oregon State College Ashland, OR  
(Major Communications -- Minor Psychology)
- 10/96 -- 05/97 South Western Oregon Community College Coos Bay OR  
Classes in Bookkeeping
- Class of '74 Gold Beach Union High, Gold Beach OR

## GENERALIZED WORK EXPERIENCES

### Computer Services

Programmer	Word Processing	OCR Technician
Data Base Work	System Maintenance	Hardware Setup

### Customer Service / Sales

Food Demonstrator	Outside Sales	Telemarketing
Taking Surveys	Distributing Samples	Crowd Management

### Bookkeeping / Accounting

Secretarial Work	General Ledger	Income Expense
Data Entry	QuickBooks	Administration

### Food Services

Clean-up	Hotdog Machine	Busboy
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### Security Officer

Oregon Security Guard

## COMPUTER SKILLS

Windows 9x/2000/XP/Vista	Linux (Ubuntu, Redhat)	Programming
Microsoft Office Suite 2003	Open Office Version 3.x	GW BASIC
Microsoft Word (Advanced)	Microsoft Publisher	HTML
Microsoft Excel (Intermediate)	Digital Photography	Internet Apps
Microsoft Access (Intermediate)	Microsoft Power Point	QuickBooks 2006

## **EMPLOYMENT**

**GUEST SERVICES** 09/07 -- Present  
Starplex 11300 SW Bull Mountain Road, Tigard OR 97223  
Customer Service crowd management work, security

**SECRETARY/BOOKKEEPER** 10/06 -- 02/07  
Patrick Owen D.C. 1880 Lancaster Dr. NE Suite 120, Salem, OR 97301  
Used QuickBooks version 2003 to keep financial records. General Office Work

**SECURITY GUARD** 10/05 -- 06/06  
Prostar Security Inc., 2659 Commercial St. SE Suite 270, Salem, OR 97302  
Worked as a security guard

**OFFICE HELP – SECRETARY** 06/05 -- 10/05  
Jerry's Tax Service, 2024 Woodland Ave., Coos Bay, OR 97420  
General Office help -- Phones, Filing, Office Equipment

**SECURITY GUARD** 02/05 -- 05/05  
U. S. Security, 7976 Engineer Rd Suite 200, San Diego, CA 92111  
Worked as a security guard

**SECURITY GUARD / SUPERVISOR** 02/02 -- 04/05  
Staff Pro, 505 West Harbor Dr., San Diego, CA 92101  
Worked as security guard and promoted to supervisory position.

**DATABASE WORKER** 06/00 -- 12/00  
Subcontracted to Bovee and Thill, 6458 Lake Shore Drive, San Diego CA  
Did telephone and internet research then entered data using Microsoft Access program.  
Created database tools.

**OCR TECHNICIAN** 01/99 -- 06/99  
Kelly Services, 2878 Camino Del Rio South, Suite 106, San Diego, CA  
Used OCR software (Omnipage) to create text files from TIF files, used Microsoft Word to edit text files.

**INCOME/EXPENSE BOOKKEEPING** 10/95-05/96  
Pan American Club, 1112 Edwards, Coos Bay, OR  
Recorded income and expense data and prepared reports tracking business performance.

**DATA ENTRY** 11/91-06/92, 1/92-05/92, 01/93-05/93, 01/94-06/94, 01/95-05/95, 01/96-05/96  
Jerry's Tax Service, 2420 Woodland Drive, Coos Bay, OR  
Data Entry, tax information into tax forms. Computer programming, light office duties.

## **REFERENCES AVAILABLE ON REQUEST**